

Appointment Type: Permanent

Working Time: Full Time

Reference Code: 11746i

Opening Date: 02/24/2010

Closing Date: 03/03/2010

Correctional Investigator

\$3,074 - \$4,033 (Range 47) Plus Great Benefits

Agency Information

Department of Corrections, Coyote Ridge Correction Center.

Coyote Ridge Corrections Center, located in Connell Washington, is seeking a highly motivated and qualified candidate to fill the vacancy of Correctional Investigator. **THIS RECRUITMENT IS OPEN FOR INTERNAL APPLICANTS ONLY.** The recruitment will close on March 3, 2010 at midnight.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is, "The Department of Corrections, in collaboration with its criminal justice partners, will contribute to staff and community safety and hold offenders accountable through administration of criminal sanctions and effective re-entry programs."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

Coyote Ridge Corrections Center (CRCC) is located on a 40-acre site within the city limits of Connell. CRCC is a minimum custody facility with a current capacity of 600 male offenders. The facility has broken ground on a major expansion project that will redefine CRCC. With a scheduled opening date of February 2010, CRCC will become a 2,392 bed minimum/medium custody facility and will employ over 550 staff.

At the Department of Corrections we place high value in our employees, and are always looking to add more great individuals to our staff. If you have the skills, the dedication and the aspiration to make a difference, then we encourage you to apply.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > The fulfillment of public service

Please note: In order to be considered for these positions, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Within the Department of Corrections, this position conducts comprehensive investigations, gathers evidence and reports unlawful activities involving DOC offenders, visitors, associates, and/or staff, which typically result in prosecutorial pursuit in Federal or Superior Courts. In addition this position will act as a liaison to law enforcement, prosecutors, and the Attorney General's office to assist in gathering evidence or information required for individual cases and assist in the service of subpoenas and other legal papers; operate the use of electronic monitoring, photographic and recording equipment; gather, develop and evaluate intelligence information to include militia organizations, violent anarchists, hate groups, street groups, security threat groups and any other individual or groups that pose a threat to public safety and the overall security of the Department; provide training to staff when necessary, and attend a minimum of 80 hours of continuing career education. Performs other duties as assigned.

Qualifications

Desirable Qualifications

Two years of experience in custody (Correctional Officer 2 or above), counseling, or case management in adult or juvenile corrections and six months of investigative experience.

OR

Three years of experience as an investigator with a criminal justice agency or criminal investigative agency of the armed forces, or investigating personal backgrounds, unfair and deceptive business practices, insurance casualty claims, or other directly allied field. College-level course work with major emphasis in business administration, public administration, law, sociology, psychology, criminal justice, or directly allied field will substitute, on a year-for-year basis, for up to two of the three years of required experience.

Note: Qualifying investigative experience is interpreted to be: researching records and developing case files, gathering and preserving documentary evidence; obtaining statements of facts, depositions or confessions; obtaining and serving subpoenas; conducting field surveillance; writing investigative reports, establishing proof of facts and evidence sufficient to be used in administrative and/or criminal proceedings.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity. For more information on these Core Competencies, please email casmith@doc1.wa.gov or call (509) 543-5881 or (509) 543-5882.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please email jmnelson@doc1.wa.gov or call (509) 543-5880 or (509) 543-5882.

How to Apply

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00011746* and click on Start Search.
5. Click on the link, Correctional Investigator, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.